

Student Withdrawal Regulations¹

UPR SA14 version 11.0

Policies superseded by this document

This document replaces version 10.0 of UPR SA14, with effect from 1 September 2023.

Summary of significant changes to the previous version

This document has been amended to reflect current practices.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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Note 1 for partner organisations (UK and overseas)

¹ Partner organisations will establish appropriate regulations relating to student withdrawal and will ensure that these are published to students.

1 Introduction

These regulations relate to taught programmes only. Any requirement relating to the withdrawal of students from research-based provision will be set out in UPR AS10².

2 Student-initiated withdrawal

Where a student wishes to withdraw from the University, the regulations and procedures set out in this section (2) will apply:

- a Students should contact their Programme Leader or the Student Administration Service to discuss their intention to withdraw. Students considering withdrawal should engage with both their School for academic and pastoral advice and guidance, and the Student Administration Service for financial, accommodation and visa advice (as appropriate). The student can also choose not to seek additional advice and guidance.
- b Students are advised that the Office of the Dean of Students is available to provide support during the Student Withdrawal process, which includes counselling and advice on procedures.
- c Students are encouraged to hold an early discussion with Student Finance regarding their financial position with the University.
- d International students should also seek advice from the ~~International~~ Student Immigration Advice team regarding their visa/immigration status.
- e Students are advised that the last date to withdraw from their studies is the end of teaching week 4 of the Semester in which their module begins. After this date non-completion of their module will be recorded as failure. The exception to this is for any students who withdraw from their studies on courses/modules that last less than 4 weeks when non-completion of modules will be automatically recorded as failure.
- f Once the student has discussed their options, if withdrawal is still deemed appropriate the student must notify the University, in writing, by completing a withdrawal form which can be accessed via 'Ask Herts' on the following link: <https://ask.herts.ac.uk/withdrawing-from-university>.
- g The withdrawal form requires the signature of the relevant Programme Leader and once signed, the student is responsible for passing the completed form to an Ask Herts Hub. If the student has not been able to complete a form, other forms of notification about the withdrawal (e.g. e-mail/letter) are acceptable as an alternative form of documentation to support the withdrawal.
- h The student's official leaving date for refund purposes and for informing external agencies will be the student's confirmed decision to withdraw as recorded on the withdrawal form. In exceptional circumstances, where no form has been completed, the date on the alternative form of documentation may be used.

² UPR SA10 'Research Degrees – Generic Institutional Regulations'

- i Students may wish to transfer to another course within the University and in this case will be required to complete a Transfer Request form. For those students who wish to transfer to a course at another Higher Education Provider they are required to complete a withdrawal form. In both cases students should refer to the guidance that is available via <https://ask.herts.ac.uk>.

3 University-initiated withdrawal

- 3.1 There are also circumstances in which the University may withdraw students from their programmes of study at the University. In these circumstances, the student's official leaving date for refund purposes and for informing external agencies will be the date the decision to withdraw is made. These circumstances include, but are not necessarily limited to, the following.

3.2 Academic Withdrawal

3.2.1 Academic failure:

- a Programme Boards of Examiners will operate within the University's assessment regulations and within any approved programme-specific assessment regulations and have the responsibility to make decisions about the continuation and termination of students on programmes of study (see section C4.3.1 viii UPR AS14³).
- b A student will be withdrawn from a programme with the maximum possible interim award if they acquire 45 credit points or more of modules with FNFA (Fail, no further attempts) status codes which are part of their validated programme of study (see section D3.7, UPR AS14³).
- c A Programme Board has discretion to withdraw a student from a programme with the maximum possible interim award if the student has not achieved any credit during the academic session (see section D3.8, UPR AS14³).
- d A Programme Board has discretion to withdraw a student from a programme with the maximum possible interim award if the student failed to achieve their final intended award within a period of eight (8) years for undergraduate programmes or five (5) years for postgraduate taught programmes (see section D3.9, UPR AS14³).
- e The progression criteria in Sections D3.6 to D3.9, UPR AS14³ describe minimum expected levels of achievement. Further constraints may be applied by Programme Boards for instance to reflect Professional or Statutory Regulatory Body requirements.

³ UPR AS14 'Structure and Assessment Regulations – Undergraduate and Taught Postgraduate Programmes'

- f As a result of failing to engage in their learning activities, students can be withdrawn under the provisions of Appendix I, UPR SA01⁴ or UPR SA06⁵. Students attending the University are expected to actively engage with their learning and teaching. This includes attending and participating in their lectures, tutorials, workshops, laboratory and other timetabled classes. Students are expected to undertake, on their own and in untutored groups, the amount of study specified in the Definitive Module Document for each of the modules for which they are registered.

3.2.2 Fitness to practise

- a The achievement of certain University awards, at any level, makes the student concerned eligible to apply for Registration (see UPR SA15⁶) and/or would entitle them to practise and/or would indicate the student's potential suitability to practise.

(Note:

Successful completion of a Professional Programme, as defined in UPR SA15⁵, would make the student concerned eligible to apply for Registration and/or would entitle them to practise and/or would indicate the student's potential suitability to practise. UPR SA15⁵ defines 'Registration' as the process whereby a Regulator registers individuals thereby permitting them to practise their profession lawfully. The term 'Regulator' is used generically in UPR SA15⁵ and means a body authorised by the Privy Council to permit practise but also, where appropriate, Professional Statutory Regulatory Bodies or Professional Bodies, where appropriate/relevant.)

- b Allegations (including alleged criminal offences) that, if proven, would call into question a student's fitness to practise, are considered under the provisions of UPR SA15⁵.
- c UPR SA15⁵ sets out, amongst other things, the circumstances in which a student might be withdrawn from a programme (and would, therefore, cease to be a student of the University) and also the circumstances in which a student might be excluded from the University by the Vice-Chancellor.

3.2.3 Academic Misconduct:

- a Academic Misconduct is defined in Appendix III, UPR AS14⁷. Allegations may be referred for consideration under the provisions of UPR SA13⁸ or UPR SA15⁵.

⁴ Appendix I, UPR SA01 'Statement of Responsibilities and Commitments'

⁵ UPR SA06, Student Attendance Regulations

⁶ UPR SA15, ' Student Fitness to Practise'

⁷ Appendix III, UPR AS14 'Academic Integrity and Academic Misconduct'

⁸ UPR SA13 'Student Discipline'

- b The University reserves the right, at its sole discretion, to impose academic penalties where Academic Misconduct is proven. Where an allegation has been referred for consideration under the provisions of UPR SA13⁷ or UPR SA15⁵ and an Academic Misconduct offence is proven, the University also reserves the right to impose sanctions and penalties as set out in Appendix I, UPR SA13⁹ or Appendix I UPR SA15¹⁰; a possible outcome is Exclusion from the University and therefore, withdrawal of the student concerned from their programme.

3.3 Non-Academic Withdrawal

3.3.1 Moneys owed to the University

All students should endeavour to meet their fee liability in line with the University's Tuition Fee Policy. The Tuition Fee Policy can be accessed via 'Ask Herts' <https://ask.herts.ac.uk/>. The Student Account Management team provides guidance to those students finding it difficult to meet their financial obligations. Students who are in debt to the University may be withdrawn from their programmes.

3.3.2 Non-Academic Misconduct

- a Non-Academic Misconduct refers to a breach of the non-academic regulations of the University. For example, the regulations relating to security, the prevention of harassment and bullying or local, non-academic regulations. This could be determined, for example, by the Dean of School or the Chief Information Officer or the manager of another academic or non-academic area, for example, swiping another student's ID card on a check-in reader, or signing a paper register on behalf of another student.
- b Such cases will be dealt with in accordance with UPR SA13⁷ or UPR SA15⁵ and the University reserves the right to impose any of the penalties as set out in Appendix I, UPR SA13⁸ or Appendix I, UPR SA15⁹. A possible outcome is Exclusion from the University and, therefore, withdrawal of the student concerned from their programme.

3.3.3 Non-attendance

- a Irrespective of whether a programme has formal academic attendance requirements, all students must record attendance as instructed by their School, using the mechanism provided by the University, currently the 'Check-In' system. Failure to do so may affect their immigration status, academic progression and, where relevant, any entitlement for financial support.
- b Deans of School (or nominee), are responsible for instructing students to record their attendance at all campus-based teaching sessions, where appropriate, using the mechanism provided by the University, currently the 'Check-In' system.

⁹ Appendix I, UPR SA13 ['Student Discipline'] 'University Schedule of Sanctions and Penalties for Academic and Non-Academic Disciplinary Offences'

¹⁰ Appendix I, UPR SA15 ['Student Fitness to Practise'] 'University Schedule of Sanctions and Penalties for Academic and Non-Academic Disciplinary Offences'

- c Students are expected to engage in their learning and attend all timetabled teaching sessions unless advised otherwise. Where a student is not actively engaging in their studies, the University reserves the right to withdraw from their programme of study, as outlined in UPR SA06.
- d International students will have additional attendance monitoring requirements, as laid out in the Engagement with Learning Policy for Students on a Student Route Visa (see Appendix II, UPR SA06). This will include, but is not limited to, monitoring to ensure passport and visa information is valid.

3.3.4 Failure to complete the full registration process

Students who fail to complete the full registration process and fail to provide to the University on registration any original certificates and requested documentation will be withdrawn.

3.3.5 Failure to comply with UK Visas and Immigration (UKVI) sponsorship requirements

The University's Student Route sponsor licence must be renewed every four years and is assessed annually by UKVI. To be compliant with its responsibilities as a Student Route Sponsor, and to protect its sponsor licence, the University has the right to withdraw Student Route sponsorship. Withdrawn sponsorship will then be reported to UK Visas and Immigration (UKVI) and as a result existing Tier 4 leave/ Student Route leave may be curtailed by the UKVI. International students should seek advice from the Student Immigration Team regarding consequences of withdrawn sponsorship and their visa/immigration status. Withdrawal of Student Route/Tier 4 sponsorship may also result in withdrawal from studies.

Sponsorship may be withdrawn when the student:

- a does not have a valid visa for study at the University of Hertfordshire (either extant leave or Section 3C or Section 3D leave of the Immigration Act 1971); or
- b has given false or misleading information in order to obtain a Confirmation of Study (CAS) or offer of study; or
- c fails to co-operate with the University in the maintenance of accurate records including (but not limited to) failing to provide accurate address and contact details or failing to provide copies of immigration documents; or
- d is not required to be in attendance or to engage with their studies for a period of 60 days or more (excluding approved University vacation periods); or
- e is not required to be in attendance or to engage with their studies for any period of time which will impact on their ability to complete their programme within the period of their current Student Route Visa excluding approved University vacation periods); or
- f undertakes a period of study or work outside the University (save where the study, or work forms an assessed part of the programme of study); or
- g does not fully register (or re- register) on their programme within the required timescales. This includes circumstances in which registration is prevented due to non-payment of tuition fees; or

- h fails to attend and/or participate/engage in their studies as required for their programme of study; or
- i transfers to a part-time mode of study; or
- j studies are suspended for any period of time including (but not limited to): suspension in accordance with University policies and regulations; or
- k completes their studies earlier than expected (for example where a student fails to undertake a work/study placement); or
- l no longer meets the definition of a Student Route student; or
- m leaves the UK in order to complete their studies as an overseas distance learner; or
- n undertakes a period of study or a work placement overseas; or
- o makes another leave to remain application; or
- p it is known, or the University has reason to believe that an applicant/student is unable to make a successful Student Route application; or
- q the applicant/student has breached their immigration conditions, including (but not limited to) working more than their permitted hours; or
- r the student fails to make themselves available to any UKVI inspection visit; or
- s it is known, or the University has reason to believe that the applicant/student is engaging in criminal/terrorist activity; or
- t any other issues emerge that suggest that sponsorship is contrary to the University's duties to the Home Office; or
- u has an outstanding debt to the University; or
- v fails to comply with a University registration or 'Visa Check' within the permitted time period; or
- w has been withdrawn from their studies at their own request or at the request of the University as detailed in these regulations (UPR SA14).

3.4 Confirmation of Student Award after withdrawal

With reference to UPR AS14³ (see sections D3.2 and D3.3) if a student withdraws from their programme of studies (or is withdrawn by the University without the option of continuation) before achieving the final intended award, the maximum possible interim award will be conferred upon them by the Programme Board of Examiners.

4 Status of 'Withdrawn' Students

In all circumstances, students are encouraged to seek advice from either their Programme Leader, the Ask Herts Hubs or the Office of the Dean of Students as appropriate prior to withdrawal from a programme.

- a Once a student has been formally withdrawn from their Programme of study, they no longer have access to University services. This includes, but is not limited to, the ability to submit assignments, the marking of assessments, access to learning resources and access to University accommodation.
- b Unless withdrawn in error, if the student is withdrawn and reinstated after the assessment deadline, and has not yet submitted assessment, he/she will have failed that element of assessment.
- c For students who have been withdrawn by the University, they will not be permitted an extension or submission of 'Exceptional Circumstances' using either the reason for withdrawal nor a 'Studynet' block as grounds.
- d As appropriate the University will notify the Student Loans Company of any changes to student circumstances including withdrawal, which may result in monies being reclaimed. Students are encouraged to contact an Ask Herts Hub before withdrawal to discuss the impact on any funding they have received.
- e In the case of students who are withdrawn who have Student Route/Tier 4 sponsorship, the University will withdraw that sponsorship and notify the UKVI of any changes to student circumstances. Students are encouraged to seek advice from International Student Support Team due to the impact of their formal withdrawal on their immigration status. If a student with any immigration status is withdrawn, they cannot be reinstated until their status has first been confirmed by the Student Immigration Team.

5 Student complaints

Student may raise concerns about the way in which the University has administered the regulations in this document (UPR SA14) via UPR SA16¹¹.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2023**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.

¹¹ UPR SA16 'Student and Applicant Complaints'